



Dear Bhavdeep Bhardwaj,

We are delighted to extend this offer of employment with GLOBALSYNC PRIVATE LIMITED

Job Title: Web Developer
Date of Joining: 10/10/2022
Job Type: Full time
Joining Location: Suite 2, Ground Floor, Tower 1, Okaya Centre, Sector 62, Noida, UP, India Pin Code 201309
Job Location: Noida, UP, India
Reporting Line: Line Manager
Package: INR ₹ 576,204.00/Year
Payment Frequency: Monthly
Probation Period: Six Months to One Year

1. A detailed brief on KRAs and scope of work will be given to you on joining
2. You will be governed by the company's Personnel Policy, Rules of Conduct, Non-Disclosure Agreement and all other company policies as applicable to you from time to time.
3. You will be expected to join duty on 10/10/2022 at 7:00 AM
4. Within 2 days of accepting our offer please send a copy of the resignation & acceptance letter from your current or previous organization
5. This offer is subject to your background check which company may do pre or post-employment and in case of any negativity, the company may take disciplinary action which may lead to termination of employment.
6. If you choose to accept this offer, please send your confirmation by replying to this email or in writing, latest by 09/24/2022 and send us the following documents:

- Relieving/Service Certificate from last employer
- Employee Details form (attached)
- Copy of PAN Card
- Aadhar Card
- Two passport size photographs
- Passport or other form of government issued photo ID
- All previous employment documents with salary slips.
- X, XII & Graduation (if any) passing certificates.
- Cancelled Cheque
- Bank Statement of recent three salary months

This offer is subject to the candidate having full working rights in India.

Sincerely,

Hemant Singh

Authorized Signatory



Signature: *Bhavdeep*

Name: _____

Date: _____

GlobalSync Private Limited

(Confidential)



Dear Bhavdeep Bhardwaj,

1. **Appointment:** We are pleased to inform you that you have been appointed as **Web Developer of Globalsync effective from 10/10/2022**. You will report to the practice **head** and/or such other person as may be notified from time to time, in writing to you by the company. Your appointment is subject to you being found medically fit and satisfactory verification of your qualification & references. You will be under probation for a period of 6 months from your DOJ. Your performance will be reviewed in this period based on which your employment may or may not be confirmed. You may be terminated at any point during this period based on your performance /behaviour /discipline issues within the stakeholders/management/colleagues during this period.
2. **Compensation:** Your role is currently positioned in **Band SG-3** and monthly compensation & other benefits will be as specified in Annexure A. You shall adhere to all the policies framed by the company and as amended from time to time. Further in future you may be liable for any income tax and other applicable taxes arising out of payments received by you by way of remuneration as stated in this clause.
3. **Probation & Notice period:** During the probation period of 6 to 12 months, your services can be terminated with immediate effect completely on management discretion. Should you desire to resign from the company, you shall provide the company with the prior written notice of **45 days** or payments in lieu thereof. However, in case any disciplinary proceedings are either contemplated or pending against you., the company shall have the right not to accept the resignation. The enforcement of this notice period is strictly on Globalsync's will. Failure to serve the notice period may result in a decline of F&F and may incur recovery from the employee. F&F will be made in 30-45 days and it will be counted from the date of the last working day. If an employee is not in the position to serve the notice period, then he/she has to buy-out (On Gross Salary) the notice period for a clean exit (subject to Management's approval).
4. **Location/Domicile:** Your present place of work will be at Noida, but during the course of probation and employment, you could be posted/transferred anywhere to serve any of the Company's Projects or any other establishment in India or abroad and/or from one department to another and/or from one division to other of its affiliates, associates, subsidiaries, group companies or clients or other concern in which the company may be having any interest whether existing or which may be set in future.
5. **Company Policies:** During the course of your employment with the company, you shall be required, to keep yourself informed, updated & comply with, all the policies and procedures of the company in force and as may be amended from time to time and as applicable to you, we shall be considered to be a part of your appointment letter and terms of your employment. The company shall not be responsible for any damage/loss of any nature whatsoever accruing to you, owing to you now being aware of and/or updated with any such company policies & amendments thereto.
6. **Roles & Responsibility:** Your responsibilities and duty will be shared with you on joining the company and you will be expected to discharge your duties accordingly. However, in addition to our usual duties, you may be required to discharge and perform any responsibility or work that may be entrusted and assigned to you by the company. During the course of your employment with the company. The company shall be entitled to change your designation & reporting structure. You will also be responsible for the effective functioning of the staff or employees, if any, under your supervision.
7. **Confidentiality:** You will maintain strict confidentiality as regards all matters concerning the Company and will not divulge any information regarding the company to any third party. Without the prior written consent of the company. In addition to the provision of this clause, your confidentiality obligations towards the company shall be governed by the terms and conditions of the confidentiality and Non-disclosure agreement, attached hereto as Annexure B which shall be considered as an integral part of the appointment letter. In the event of any conflict, in respect of any confidentiality related provisions between the contents of this Appointment letter and the confidentiality and non-disclosure agreement, the provision of the confidentiality and non-disclosure agreement shall take precedence.

Bhavdeep

GlobalSync Private Limited

(Confidential)

CIN:U72900UP2021PTC143807
REGISTERED OFFICE: 02-G, Floor Tower 1,
Okaya Centre, Sector - 62, Noida, U.P. 201309

Web :www.GlobalSync.com.au
Tel :+91 120 421 5944
Email :contact@GlobalSync.com.au



8. **Veracity of Particulars Submitted:** It is understood that this employment is being offered to you on the basis of the particulars submitted by you in your application for employment. However, if any time it should emerge that the particulars furnished by you as a part of the joining formalities, are false, incorrect or inaccurate if any material or information has been suppressed or concealed if you are engaged in any fraudulent activity, misconduct, or if your performance is not up to the expected standard this appointment will be considered ineffective & irregular and would be liable to be terminated by the company forthwith within the notice. This will be without the right to right of the company to take disciplinary action against you the same.
9. **Exclusivity:** During the period of your employment with the company you shall work exclusively for the company and not secure any other job either for remuneration or on honorary basis, without the prior written consent of the company.
10. **Non-Defamation:** The Employee shall not, during the course of the Employee's employment with the Company, nor at any time thereafter, directly or indirectly, in public or private, in any manner or in any medium whatsoever, deprecate, impugn or otherwise make any comments, writings, remarks or other expressions that would, or could be construed tend to or be constructed to tend to defame the Company, of their reputations. Nor shall the Employee assist any other person, firm or company in doing so. Company is bound to take legal actions if the employee is found guilty.
11. **Training:** Each employee will undergo a 1 week (5-6 business days) of training & you shall be asked to leave without any pay/compensation in case you are not able to complete the training successfully. There will be no cab service during the training period and if you travel through your own transport, the company will not reimburse any amount. No meals will be provided. In case you wish no longer to continue in-between or after your training, the company will not pay for those training days. To get entitled for first pay/compensation, you must complete a minimum period of 15 days except your training period. If you leave after 15 days, your F&F will be done in 30-45 days as per company policy.
12. **Leave Policy:** You are not allowed to take leave for the first 30-40 days. In case of emergency, please inform us and take prior approval. Company has a leave policy which will be circulated to you time by time.
13. **Personal Particulars:** You shall keep the company informed about your latest postal address and other contact details at all time & intimate in writing in case of any change of such address and contact details. Any communication sent to you by the company on your latest known address shall be deemed to have been duly served notwithstanding the fact that you have changed your address.
14. **Biometric:** You will be required to punch your time in and out on a daily basis. There will be a deduction after 2 late comings in a month.
15. **ID Card:** You will be required to wear ID cards during office hours within office premises. You are required to maintain utmost cleanliness across your workstation and within overall office premises.
16. **Amendment:** Any amendment or modification to this appointment letter shall be made in writing & signed by both parties

With best wishes,

Hemant Singh

Authorized Signatory



Name of Employee:

Signature: *Bhauddeep*

Date:



ANNEXURE - A

Earnings	Monthly	Annually
BASIC	₹16,666.80	₹2,00,001.60
HRA	₹8,333.40	₹1,00,000.80
STATUTORY ALLOWANCE	₹8,333.40	₹1,00,000.80
OTHER ALLOWANCE	₹8,333.40	₹1,00,000.80
GROSS SALARY	₹ 41,667.00	₹5,00,004.00
OTHERS		
Food Allowance*	₹2,200.00	₹26,400.00
Travel Allowance*	₹2,200.00	₹26,400.00
TOTAL EARNING CAPACITY	₹46,067.00	₹5,52,804.00
Contributions		
PF EMPLOYER	₹1,950.00	₹23,400.00
PF EMPLOYEE	₹1,800.00	₹21,600.00
ESI EMPLOYER	₹0.00	₹0.00
ESI EMPLOYEE	₹0.00	₹0.00
Total Deductions	₹3,750.00	₹45,000.00
CTC	₹48,017.00	₹5,76,204.00
IN HAND SALARY	₹39,867.00	₹4,78,404.00

* Food and Transport facility is offered by company and it's encasement is not allowed

Income Tax Deductions (If Applicable) would be separate as per the Income Tax Act

Bhaudeep

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